

**681—13.6(262) Forms.** The university uses the forms listed below in dealing with the public. The various forms are classified by subject matter, followed by the name of the office where they are available in care of the Iowa State University of Science and Technology, Ames, Iowa 50011.

Academic forms—deans of the colleges and departmental offices, registrar.

All academic matters such as enrollment, dropping and adding of courses, applying for graduation, waiver of academic requirements, academic grievances and the like.

Admission application forms—director of admissions.

Undergraduate, graduate, veterinary medicine, special student, Saturday and evening class—graduate and undergraduate. Graduate students may need to secure special forms from the department to which they are applying.

Housing forms—director of residence.

All forms related to housing, including applications and contracts for residence halls and apartments.

Intercollegiate athletic tickets—athletic ticket office.

All forms relating to purchase of athletic tickets.

Student financial aid—student financial aid office.

All forms related to financial aid including applications for student financial aid, loan applications.

Educational placement—teacher and career placement offices of the various colleges and the career services office.

All forms related to placement for service learning, internships, registration forms for credential service, reference forms for credential files.

International education—international education services.

All forms related to foreign study and immigration matters for visiting international students and scholars.

Registration—registrar.

Forms for registering and enrolling in classes.

Residency for tuition purposes—registrar.

Forms for requesting residency determinations.

Campus and student organizations—student activities center.

All forms for registering student groups, payment of club financial obligations, renting space, permission for holding events and the like.

Scientific testing—testing laboratories.

Each testing laboratory has its own forms for submission of samples and payment for testing services.

Artistic and cultural event tickets—Iowa State Center.

Forms for purchase of season tickets to events.

Iowa State Center space use—Iowa State Center.

Rental agreement.

Employment—personnel office.

All forms related to employment, including tax, benefits, employee information and applications for employment.

Parking and traffic—traffic office.

All forms related to parking and traffic, including permit applications, and violation citations.

Transcript requests—registrar.

Requests for issuance of transcripts.